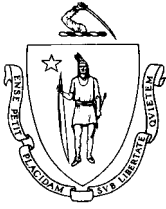


**TRIAL COURT OF THE COMMONWEALTH
HOUSING COURT DEPARTMENT, BOSTON DIVISION**

Edward W. Brooke Courthouse
24 New Chardon Street
Boston, Massachusetts 02114-4703



Jeffrey M. Winik
First Justice

Posting Date: March 31, 2006 to April 28, 2006

**MASSACHUSETTS TRIAL COURT
Job Description and Qualifications**

**LAW CLERK TO THE JUSTICES OF THE
HOUSING COURT DEPARTMENT, BOSTON DIVISION**

The Housing Court Department, Boston Division, has a law clerk position available for graduates of ABA accredited law schools or those who are statutorily eligible to sit for the Massachusetts Bar Exam, and who possess outstanding legal abilities.

All law clerks are expected to serve for at least one year.

Application Packages must be received by 4:30 p.m. on April 28, 2006.

POSITION SUMMARY: Perform legal research and writing tasks for the Justices of the Housing Court Department, Boston Division.

MAJOR DUTIES: The law clerk does intensive research on a variety of legal and procedural issues which the housing court encounters. The law clerk prepares memoranda and assists in the preparation of orders and decisions for the Justices. The law clerk will assist the Justices during motion hearings and trials. The law clerk is responsible for maintaining library materials and other related duties as required.

SUPERVISION: The law clerk works under the guidance and supervision of the Justices.

POSITION REQUIREMENTS: Clerkships are open to graduates (and those graduating in 2006) of ABA accredited law schools. Excellent writing, communication, and research skills are necessary. Neither prior Massachusetts residency nor bar membership is a prerequisite to employment. However, all law clerks must reside in Massachusetts during the duration of their

clerkship.

TERM, SALARY AND BENEFITS: The law clerk will serve for an initial one-year term. The position is available immediately; however, the Court will consider applicants who will be available to commence work by September 5, 2006. The law clerk may serve for an additional one-year term at the Housing Court's discretion. The annual salary is \$47,018.74 (Level 16, Step 1). Employee benefits include subsidized health, dental, and vision insurance, ten (10) days of paid vacation time and three (3) days of paid personal time. The Housing Court is committed to non-discriminatory hiring.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. AN INCOMPLETE APPLICATION PACKAGE WILL NOT BE ACCEPTED.

PLEASE SUBMIT:

A. Each applicant must submit ONE Application Package. The Application Package must include **two sets** (original and one copy) of the following, stapled and collated in the given order.

1. **A cover letter.** In a one page cover letter, please explain your interest in a judicial clerkship with the Housing Court.
2. **A completed Massachusetts Trial Court Application for Employment Form (Form)**
 - a. The Form is available at all Massachusetts courthouses or online at www.mass.gov/courts/jobs.
 - b. The Form must be completed in its entirety, unless a section is specifically noted as voluntary. Limit your answers to the space provided on the Form for each question.
3. **Resume**
4. **Law School Transcript**
 - a. We will accept an official or unofficial transcript. Please note, however, that before an offer of employment can be extended, we will require submission of an official transcript.
 - b. **DO NOT** have your law school forward your transcript separately. You must include it as part of your Application Package.
 - c. If available, please attach a copy of your law school's grading system explanation memorandum to your transcript.

5. **Legal writing sample.** The writing sample must have been authored by the applicant alone, and not in collaboration with another student, professor or attorney.
 6. **A stamped, self-addressed envelope.** The Boston Housing Court will send a written acknowledgment stating the date on which it received your Application Package.
- B. Submit your Application Package to the address below by the given deadline.
1. **DEADLINE: April 28, 2006.**
 - a. Your Application Package must be received at the Boston Division of the Housing Court by 4:30 P.M. on April 28, 2006. WE CANNOT MAKE ANY EXCEPTIONS.
 - b. Do not fax any portion of the Application Package to the Boston Housing Court. Faxed Application Packages (in whole or in part) will not be accepted.
 2. Your Application Package must be submitted to:

Ms. Carol Lynn Wharton-Brown, Judicial Secretary
Attn: Law Clerk Position
Housing Court Department, Boston Division
Edward W. Brooke Courthouse
24 New Chardon Street
Boston, MA 02114

If you have any questions regarding the application procedure, please contact Carol Lynn Wharton-Brown, Judicial Secretary, at (617)788-6515.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER